



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position: (5592)
Associate Governmental
Program Analyst

Position #:
917-190-5393-xxx

Salary Range:
\$4,600 - \$5,758

Issue Date:
January 28, 2016

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
February 10, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-190-5393-XXX" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the general direction of the Executive Director (ED) of the Board of State and Community Corrections (BSCC), the Special Projects Analyst, an Associate Governmental Program Analyst (AGPA), performs a variety of analytical duties with a high degree of responsibility in dealing with problems and projects for the BSCC. This position must also provide analytical support to the BSCC Executive Team which consist of the Board Chair and four Deputy Directors, as needed.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Special Projects:** Prepare and ensure the accuracy of all special projects assigned by the Executive Director or Executive Team. This includes performing the most difficult and complex technical work for these assignments, such as developing written proposals; developing and conducting surveys; gathering and analyzing data; preparing completed reports with recommendations. Review submissions and responses to any special projects, assignments or drills assigned to agency staff by the ED; analyze responses to ensure content is accurate, any data is appropriate and relevant, and any technical information is valid.
- **External Stakeholder Liaison:** Point of contact for executive-level staff, the Governor's Office, legislative and congressional staff, and other State, federal, and local agencies, which may include handling sensitive and confidential issues.
- **Event Coordination:** Responsible for managing, coordinating, scheduling and facilitating commitments, events, meetings, work-groups and speaking engagements; overseeing the scheduling of all commitments including appointments with members of the Legislature and other external stakeholders, reviewing all calendar requests and speaking engagements; prepares, processes, and files travel reimbursements; interprets state travel guidelines and accurately determines appropriate travel reimbursements
- **Correspondence Control:** Develops format and grammar standards for correspondence and work products. Reviews incoming correspondence, identifies priority items of critical concern and distributes or assigns to appropriate staff for action or preparation of response for signature. Responds to sensitive correspondence, telephone calls and visitors from the Governor's Office, members

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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of Legislature, heads of State, federal, or local agencies, and members of the stakeholder community. Participates in meetings, takes notes, and researches technical publications to maintain sufficient technical knowledge to accurately assign correspondence and to correspond with state, federal, and local officials and stakeholders.